

Administrative OrderNo. 15

Series of 2021

CREATION OF THE ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY – NATIONAL PROGRAM MANAGEMENT OFFICE AND REGIONAL PROGRAM MANAGEMENT OFFICES OF THE DSWD**I. RATIONALE**

The original Partnership Against Hunger and Poverty (PAHP) program was implemented upon the signing of a Memorandum of Understanding (MOU) in July 2016, to institutionalize the collaborative efforts among the Department of Social Welfare and Development (DSWD), Department of Agrarian Reform (DAR), and Department of Agriculture (DA) as one of the key strategies of the Government, in addressing critical concerns on hunger mitigation, food and nutrition insecurity and poverty reduction. The program was enhanced to include additional partners, roles, and responsibilities upon the signing of the Enhanced Partnership Against Hunger and Poverty (EPAHP) Program MOU, on December 9, 2019, at Malacañang Palace, Manila.

Through the EPAHP Program, the EPAHP Partners, composed of the Office of the President–Office of the Cabinet Secretariat (OP-OCS), DSWD, DAR, DA, Department of Interior and Local Government (DILG), Department of Education (DepEd), Department of Health (DOH), Department of Science and Technology (DOST), Department of Trade and Industry (DTI), National Anti-Poverty Commission (NAPC), National Irrigation Administration (NIA), Technical Education and Skills Development Authority (TESDA), Commission on Population and Development (POPCOM), Land Bank of the Philippines (LANDBANK), Development Bank of the Philippines (DBP), and Department of Information and Communications Technology (DICT) are venturing on collaborative efforts to increase farm productivity and income, ensure food and nutrition security, and mitigate hunger and malnutrition in the urban and rural communities through the EPAHP Program. The attached agencies included in the Program are the DOH-National Nutrition Council (NNC), DILG-Bureau of Jail Management and Penology (BJMP), DA-Philippine Carabao Center (PCC), DA-National Dairy Authority (NDA), DA-Bureau of Fisheries and Aquatic Resources (BFAR), DA-Agricultural Technical Institute (ATI), Philippine Coconut Authority (PCA), Cooperative Development Authority (CDA), DOST-Food and Nutrition Research Institute (FNRI) and National Food Authority (NFA).

In the implementation of the EPAHP Program, the EPAHP partners can pursue assistance and support from the EPAHP development partners namely, Food and Agriculture Organization (FAO) of the United Nations, and World Food Programme (WFP).

The collaborative efforts of the EPAHP partners would create greater synergy and convergence in engaging the rural communities to enhance social capital and optimize



the economic resource base, through supplementary feeding and other government feeding programs, food production programs, and essential support services, including the participation of Community-Based Organizations (CBOs) in government procurement as partners and/or service providers.

The EPAHP's goals are envisioned to be achieved through the following strategic measures:

- a. Provisions for institutional feeding programs of the partner agencies;
- b. Credit assistance to support food production, processing, and marketing;
- c. Linking of participating CBOs to prospective markets like the institutional feeding programs;
- d. Enhancing provision of farm production technologies and extension services to DA, DAR, NIA, DSWD-assisted family farms and rural-based organizations;
- e. Enhancing sustainability of the program through policies, engagement of the private sector, and institutionalization of mechanisms in Local Government Units (LGUs) that would allow the adoption of the EPAHP;
- f. Adoption of Community Participation Procurement to allow participation of CBOs in the program; and
- g. Construction, repair, and improvement of irrigation facilities and appurtenant structures in irrigable areas in the countryside.

The successful execution of these strategic measures necessitates the establishment of an office, i.e. the EPAHP-National Program Management Office (EPAHP-NPMO) and the EPAHP-Regional Program Management Offices (RPMOs), which will be primarily responsible for carrying out the day-to-day implementation of the EPAHP. Also, the involvement of several National Government Agencies (NGAs) in the said program, and its nationwide expansion demand for its institution to ensure the harmonization of the identified measures, and fulfillment of the partners' respective obligations reiterated in the EPAHP MOU.

As stated in the MOU of the EPAHP Section 2: The EPAHP-NPMO shall be established to carry out the day-to-day implementation of the EPAHP based on the approved work and financial plan and desired EPAHP outcomes.

As the lead agency focused on social protection, welfare and development, and with the mission to lead in the formulation, implementation, and coordination of social welfare and development policies and programs for and with the poor, vulnerable and disadvantaged, the DSWD is designated to lead the implementation of the EPAHP Program, and head the EPAHP-NPMO.

Thus, to ensure the effective implementation of the EPAHP Program, this Administrative Order (AO) provides for the creation of an EPAHP-NPMO/RPMO within DSWD, and its mandate, functions, and structure.



II. LEGAL BASES

The following laws and policies provide the legal bases and establish the mandate of the DSWD to create an EPAHP-NPMO/RPMO:

- 1.1. **Republic Act No. 11037** or the "*Masustansyang Pagkain para sa Batang Pilipino Act*" signed on 20 June 2018, established the National Feeding Program to address malnutrition among Filipino children.
- 1.2. **Republic Act No. 11148** or the "*Kalusugan At Nutrisyon Ng Mag-Nanay Act*" signed on 29 November 2018, provided for the scaling up of the national and local health and nutrition programs through a strengthened Integrated strategy for maternal, neonatal, child health and nutrition in the first one thousand (1,000) days of life.
- 1.3. **Republic Act No. 11291** or the "*Magna Carta of the Poor*" signed on 12 April 2019, mandates the government to establish a system of progressive realization or implementation to provide the requirements, conditions, and opportunities for the full enjoyment or realization of the fundamental rights of the poor, including the rights to adequate food and decent work, and the enhanced coordination and convergence among government agencies under the National Poverty Reduction Plan.
- 1.4. **Sec. 13 of R.A. No. 11310** or the "*Pantawid Pamilyang Pilipino Program (4Ps) Act*" signed on 17 April 2019, states that qualified household beneficiaries shall be given priority in the availment of the modalities and interventions under DSWD's Sustainable Livelihood Program (SLP) or other appropriate or similar programs offered by other government agencies or accredited private institutions, and the household-beneficiary shall also be given priority in the availment of the employment facilitation services provided by the SLP or other employment programs of appropriate government agencies implementing the same.
- 1.5. **Republic Act No. 11321** or the "*Sagip Saka Act*" signed on 17 April 2019, seeks to promote and support farmers and fisherfolk enterprise development and mandated national and local government agencies to directly purchase agricultural and fisheries products from accredited farmers and fisherfolks cooperatives and enterprises.
- 1.6. **Executive Order No. 101, Series of 2020**, "Creating an Inter-Agency Task Force on Zero Hunger," which mandates the careful coordination, rationalization, monitoring, and assessment of the efforts of concerned government agencies and instrumentalities to ensure a whole-of-government approach to eradicating hunger and achieving food security.
- 1.7. **Government Procurement Policy Board (GPPB) issued Resolution No. 17-2016**, approved on 23 September 2016, under the customized Community Participation Procurement Manual (CPPM) allows the participation of Agrarian Reform Beneficiaries Organization (ARBOs), Sustainable Livelihood Associations (SLPAs), cooperatives and other qualified farmers' organizations or CBOs under the PAHP as partners and/or

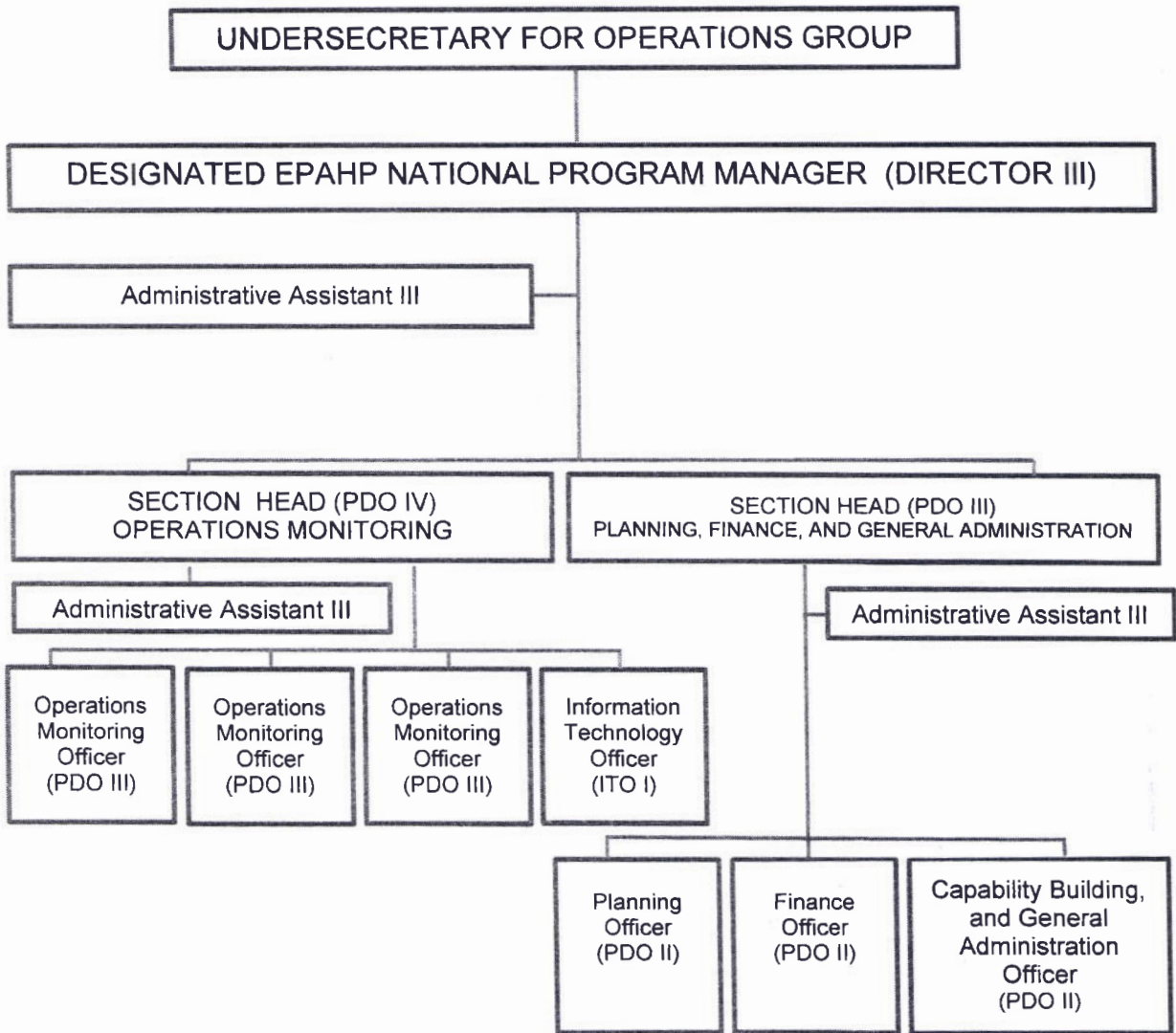
service providers in the feeding programs and related livelihood programs of the government.

III. OBJECTIVES

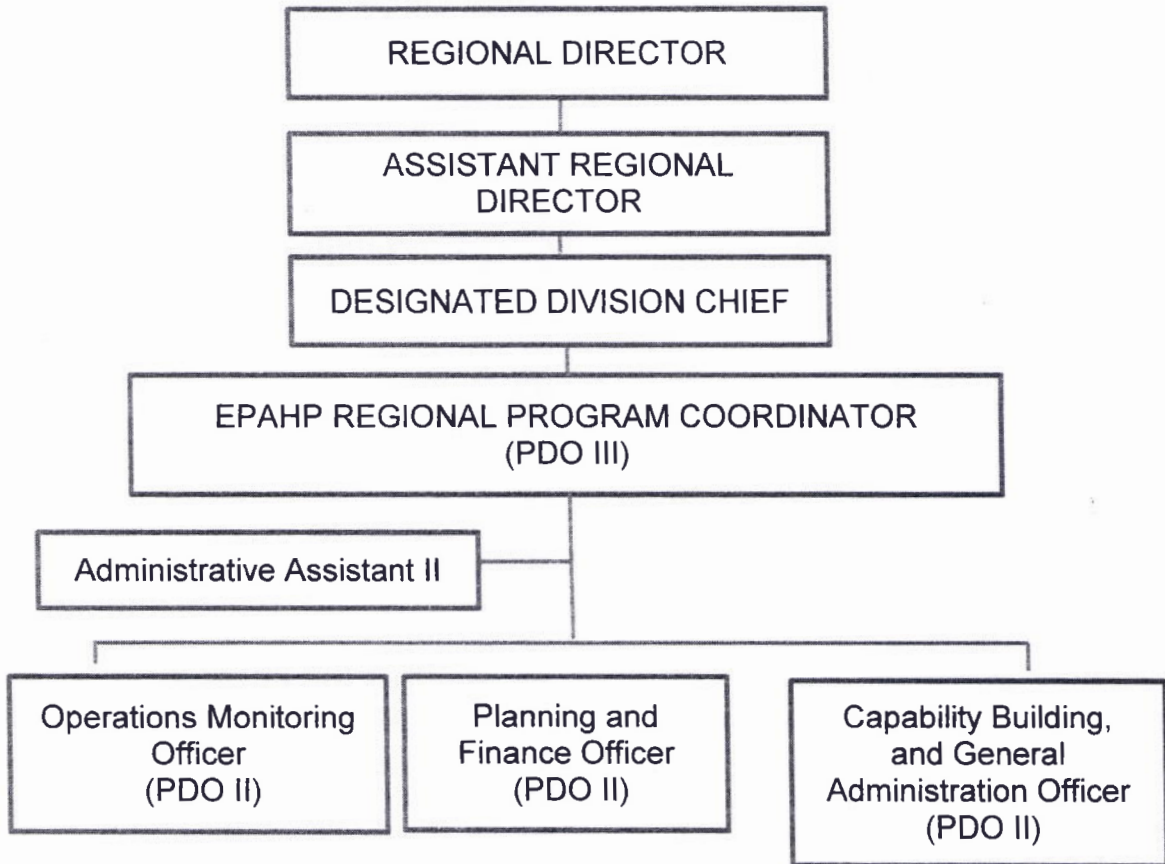
The national government agencies, comprising the EPAHP partners, in pursuit of their commitment to the United Nation's Sustainable Development Goals (SDGs) and in attaining "Ambisyon Natin 2040" which are consistent with the Philippine Development Plan 2017-2022's goals of inclusive growth and poverty reduction, willed to closely collaborate to implement the EPAHP Program. The DSWD, as the lead agency of the EPAHP Program and head of EPAHP-NPMO, hereby creates an office for the smooth operationalization and harmonization of the EPAHP programs, activities, projects and initiatives, and to ensure the achievement of its target goals and objectives.

IV. ORGANIZATIONAL STRUCTURE

A. EPAHP-NPMO



B. EPAHP-RPMO



V. FUNCTIONS

A. EPAHP-National Program Management Office

As stated in the-MOU of the EPAHP Program Section 2: "the EPAHP-NPMO shall be established to carry out the day-to-day implementation of the EPAHP based on the approved work and financial plan and desired EPAHP outcomes."

The EPAHP-NPMO shall have the following duties and responsibilities:

- 1) Overall coordination with concerned national, and regional offices of participating EPAHP partner agencies, concerned LGUs, CBOs, and other stakeholders of the program;
- 2) Preparation of policy recommendations and operational guidelines on EPAHP implementation for approval by the EPAHP-SC;
- 3) Preparation and consolidation of annual work and financial plan;
- 4) Project implementation and financial management;
- 5) Coordinate monitoring and evaluation functions; and
- 6) Preparation of progress report preparation.

As part of its overall coordination, the EPAHP-NPMO shall, among others:

- 1) Conduct EPAHP Orientations, Workshops/Trainings at the National and Regional Levels;
- 2) Conduct coordination meetings at the National and Regional Level;
- 3) Monitor the accomplishments of EPAHP Partners at the National and Regional Levels;
- 4) Create EPAHP Convergence Teams at the National and Regional Levels;
- 5) Register CBOs in the EPAHP Database;
- 6) Function as data manager of the EPAHP Community Based Organizations Database (CBOD) and Digital Mapping System (DMS) through the EPAHP NPMO and RPMOs.

1. Designated National Program Manager (NPM) – Under the supervision of the Undersecretary for Operations Group, its key role is to supervise, lead, and direct the day-to-day operations of the EPAHP-NPMO. He/she has the following functions:

- a. Act as the head and official representative of EPAHP-NPMO;
- b. Provide overall direction and leadership to the EPAHP-NPMO and staff;
- c. Convene the EPAHP-SC for overall policy directions and to oversee the implementation of the Program;
- d. Prepare policy recommendations and operational guidelines on EPAHP implementation for approval by the EPAHP Steering Committee;
- e. Endorse for approval the annual and overall Work and Financial Plans (WFPs), Project Procurement and Management Plan (PPMP), Annual Procurement Plan (APPs), Terms of References (TORs) and engagement of project specialists and hiring of support staff, and other related documents for the EPAHP;
- f. Oversee the monitoring and evaluation activities conducted by the EPAHP-NPMO to ensure that the Field Offices (FOs) can deliver quality outputs within the given timelines;
- g. Actively participate in all meetings, workshops, field monitoring, and other similar activities among participating NGAs, and CSOs to strengthen the institutionalization of convergence of related programs;
- h. Conduct meetings with NGAs, donor agencies, development partners, private organizations, and CSOs and to initiate collaborative efforts that will enhance the implementation of the Program; and,
- i. Oversee the implementation of EPAHP partnership projects with the NGAs, LGUs, donor agencies, development partners, private organizations, and CSOs, and ensure that reports and feedback are provided to the partners within the agreed timelines.

2. Administrative Assistant III (AA III) – The role of the AA III is to provide secretariat support to the EPAHP-NPMO, and administrative and logistical support to the technical staff of the EPAHP-NPMO. There are three (3) AA III under the EPAHP-NPMO. One (1) AA III is tasked to provide secretarial, administrative, and logistical support to the designated NPM, and the other two under the Operations and Monitoring Section, and Planning, Finance, and General Administration Section. He/She has the following functions:

- a. Coordinate, plan, and handle the schedule of the designated NPM;
- b. Receive and record EPAHP-NPMO incoming and outgoing documents;
- c. Provide support in tracking communications and maintaining filing system of documents, determine the proper disposition of records, prepare an inventory of records holding to be submitted annually, and responsible for proper turn-over of records to the Records and Management Division (RAMD) of DSWD Central Office (DSWD-CO) for proper disposition upon completion of the Program;
- d. Operate devices for purposes of transmitting and for receiving messages to/from other Government and Non-Government Organizations/Corporations partners of the Program;
- e. Provide administrative assistance in the day to day program operations; and
- g. Perform other related functions that may be assigned from time to time by the supervisors.

A.2. Functions of EPAHP Operations Monitoring Section

Its key role is to monitor the operational implementation of EPAHP in the FOs, especially in its priority provinces, ensuring that EPAHP work and financial plans, policies, and guidelines are executed by the EPAHP Partners. Under the said section, the following are the key staff, their functions, roles, and obligations:

1. **Operations and Monitoring Officer-Section Head (PDO IV)** – Under the supervision of the designated NPM, its key role is to supervise the Operations and Monitoring Section. He/she has the following functions:
 - a. Act as the Section Head of the Operations and Monitoring Section;
 - b. Supervise the preparation of policy recommendations and operational guidelines on EPAHP implementation for approval by the EPAHP-SC;
 - c. Supervise the development of the annual and overall WFPs;
 - d. Supervise the monitoring and evaluation activities conducted by the EPAHP-NPMO to ensure that the FOs can deliver quality outputs within the given timelines;
 - e. Supervise the preparation of the monitoring and technical assistance plan for FOs;
 - f. Actively participate in all meetings, workshops, field monitoring, and other similar activities among participating NGAs, and CSOs to strengthen the institutionalization of convergence of related programs;
 - g. Conduct meetings with NGAs, donor agencies, development partners, private organizations, and CSOs and initiate collaborative efforts that will enhance the implementation of the Program;
 - h. Review and provide recommendations to the reports, memoranda other related documents crafted by the staff before its submission to the designated NPM and,

- i. Perform other related functions that may be assigned from time to time by the designated NPM.

2. Operations and Monitoring Officer (PDO III)– Under the supervision of the PDO IV, he/she shall provide monitoring and technical assistance to field staff with the implementation of the EPAHP. There are three Operations Monitoring Officers under the EPAHP-NPMO. One Operations Monitoring Officer will monitor the FOs in Luzon as well as with the FOs in the Visayas and Mindanao. This entails close coordination with the FOs to ensure that the overall policy, framework, and targets are observed and/or delivered. He/she has the following functions:

- a. Provide necessary technical assistance to the FOs that will help them execute properly the EPAHP framework;
- b. Based on the result of the monitoring, the EPAHP Operations Monitoring Officer shall identify recommendations along with program implementation, policy enhancements, among others;
- c. Develop a Work and Financial Plan (WFP) together with the other EPAHP NPMO Staff;
- d. Prepare a monitoring and technical assistance plan for FOs;
- e. Analyze field performance and accomplishments, and use data analysis in preparing and implementing appropriate technical assistance interventions;
- f. Prepare technical reports based on monitored regional performance and accomplishments;
- g. Coordinate with the different sections of EPAHP to ensure the implementation of the various tasks related to the mandate of the Program;
- h. Review the EPAHP documents periodically to determine whether the existing policies are still applicable and responsive to field contexts;
- i. Conduct field monitoring, either spot checks or consultation meetings, to validate and assess accomplishment reports;
- j. Review and provide feedback on EPAHP activities and projects;
- k. Review and provide feedback on the updated and accurate budget performance to the designated NPM;
- l. Update the concerned FOs on new policies, directions, and guidelines of the EPAHP;
- m. Act on request / queries / clarifications / complaints of the concerned FOs / Bureaus / NGAs / CSOs / LGUs / Congressmen / Senators relative to EPAHP;
- n. Perform oversight functions for the implementation of EPAHP; and,



- o. Perform other related tasks that may be assigned from time to time by the designated NPM.

3. Information Technology Officer I (ITO I) – The role of the Information Technology Officer I, as a junior software developer, is to handle a variety of duties related to the development, enhancement, implementation, and maintenance of the EPAHP DMS and CBOD Database, and other IT concerns. He/ She has the following functions:

- a. In-charge of the maintenance of the EPAHP DMS and CBOD Database;
- b. Documenting tasks during and/or after the system programming stage;
- c. Performing unit and systems testing accordingly to ensure smooth program implementation and operation of the EPAHP DMS and CBOD;
- d. Take charge of the system and database, while closely working and coordinating with the concerned stakeholders;
- e. Assist in all steps in the software development cycle;
- f. Coordinate with different units for specific IT-related requests;
- g. Conduct systematic monitoring of software engineering processes, tools, and methods used to ensure the quality of applications developed;
- h. Provide technical assistance in the preparation of system maintenance, monitoring, change management, and sustainability plans;
- i. Process requests for change management and sustainability plans;
- j. Prepare and submit documentation of tasks performed and service rendered;
- k. Conduct quality assurance and system testing to ensure systems released are error-free and comply with desired business requirements; and
- l. Perform other related functions as may be assigned by the supervisor.

A.3 Functions of EPAHP Planning, Finance, and General Administration Section

Its key role is to plan and monitor the finances of EPAHP and ensure that the EPAHP WFPs, policies, and guidelines are executed by the EPAHP-NPMO. Planning and Finance involve budget preparation and programming, analysis and report generation, coordination, and technical guidance. Also, this section is responsible for the capability building and procurement activities, as well as the provision of human resource and management, administrative and logistical support needed by the EPAHP-NPMO. Under the said unit, the following are the key staff, their functions, roles, and obligations:

- 1. Planning, Finance, and General Administration Officer-Section Head (PDO III)**- The role of the Planning, Finance, and General Administration Officer is to act as Section Head of the Planning, Finance and General Administration Section of EPAHP-NPMO and shall monitor the finances of EPAHP in ensuring that EPAHP WFPs, policies, and guidelines are executed by the EPAHP Partners. Also, the head shall develop, implement, and monitor the EPAHP capability building and development plan for both the implementers and the program participants in the regions as well as perform all the human resource and management, administration, and procurement-related functions. He/she has the following functions:

- a. Ensure the preparation of the EPAHP national WFP and monthly disbursement plan (MDPs) for a full calendar year;
- b. Provide Technical Assistance in the regional work and financial planning and monthly disbursement planning, in coordination with other units and the EPAHP-RPMOs;
- c. Review availability of funding and approve budget revision requests of concerned offices;
- d. Analyze scheduled and special reports, analyses, and feasibility studies such as annual data summaries and program status reports vis-à-vis the work and financial plan and the MDP;
- e. Lead research and analysis to evaluate budget programming and develop recommendations for a more cost-effective organization or funding mechanisms;
- f. Generate reports regarding the preparation of budgets to the EPAHP-SC and impact of one budget on another in the preparation of budgets;
- g. Coordinate with the EPAHP-RPMO Finance Focals and analyzes actual budget utilization data from the EPAHP-RPMOs as input to budget programming;
- h. Perform budget secretariat functions for the EPAHP-SC;
- i. Advise the EPAHP-SC on major budget matters;
- j. Liaise with the accounting and budget units of the DSWD-CO;
- k. Supervise the progress of the EPAHP WFP and MDP;
- l. Guide basic budgeting and government accounting and auditing manual for other EPAHP technical staff;
- m. Prepare a capability building and development plan for the EPAHP stakeholders;
- n. Prepare pertinent documents, and reportorial requirements regarding administration, and human resource and management concerns; and,
- o. Perform other related tasks that may be assigned from time to time by the designated NPM.

2. Planning Officer (PDO II)- The role of the Planning Officer is to assist the Section Head and act as support in the EPAHP planning and finance by providing technical assistance to field staff in monitoring the finances of EPAHP in ensuring that EPAHP WFPs, policies, and guidelines are executed by the EPAHP Partners. He/she has the following functions:

- a. Prepare the Office Performance Contract (OPC), OPC Rating (OPCR), and OPC guide for the EPAHP-NPMO and EPAHP-Regional Program Management Offices (EPAHP-RPMO);
- b. Prepare guidelines and tools for planning, monitoring, and evaluation;
- c. Set annual national, regional, and provincial targets based on program priorities;
- d. Organize planning and evaluation seminars and implementation process reviews;
- e. Analyze regional implementation reports vis-à-vis the national plan;
- f. Prepare national implementation status reports, in coordination with EPAHP-NPMO units;
- g. Prepare and coordinate national budget and funding (project planning, implementation, and post-implementation, including progress reports);

- h. Act as Integrity Management focal person for the EPAHP-NPMO; and
- i. Perform other related tasks that may be assigned from time to time by the supervisor.

3. Finance Officer (PDO II)- The role of the Finance Officer is to support the Section Head and shall assist in monitoring the finances of EPAHP in ensuring that EPAHP WFPs, policies, and guidelines are executed by the EPAHP Partners. He/she has the following functions:

- a. Helps prepare the EPAHP national WFP and MDP for a full calendar year;
- b. Provide Technical Assistance in the regional work and financial planning and monthly disbursement planning, in coordination with other units and the EPAHP-RPMO;
- c. Assist in analyzing scheduled and special reports, analyses, and feasibility studies such as annual data summaries and program status reports vis-à-vis the WFP and the MDP;
- d. Support in the development of research and analysis to evaluate budget programming and develop recommendations for a more cost-effective organization or funding mechanisms;
- e. Generate reports regarding the preparation of budgets to the EPAHP-SC and impact of one budget on another in the preparation of budgets;
- f. Coordinate with the EPAHP-RPMO Finance Focals and analyzes actual budget utilization data from the EPAHP-RPMOs as input to budget programming;
- g. Serve as support to the Section Head when performing budget secretariat functions for the EPAHP-SC;
- h. Provide advice to the EPAHP-SC on major budget matters;
- i. Liaise with the accounting and budget units of the DSWD-CO;
- j. Supervise the progress of the EPAHP WFP and MDP;
- k. Provide guidance on basic budgeting and bookkeeping for other EPAHP technical staff;
- l. Monitor the progress of the EPAHP WFP and MDP;
- m. Perform other related tasks that may be assigned from time to time by the superior.

4. Capability Building and General Administration Officer (PDO II) - The role of the Capacity Building and Administration Officer is to assist the Section Head of the Planning, Finance, and General Administration Unit of EPAHP-NPMO in the development, implementation, and monitoring of the EPAHP capability building and development plan for both the implementers and the program participants in the regions as well as in the conduct of all the human resource and management, administration and procurement-related functions. He/ She has the following functions:

- a. Prepare a capability building and development plan for the EPAHP stakeholders;
- b. Ensure the timely submission of the monthly, quarterly, semestral, and annual capability building reports from the FOs;
- c. Prepare, and analyze updated summary reports with recommended actions based on the regular submission of capability building reports from the FOs;

JRB

- d. Prepare project and budget proposals and ensure that procurement procedures are carried out within project timelines;
- e. Develop PPMP and APP for the EPAHP-NPMO;
- f. Consolidate related supply and demand data in the government feeding market, disaster food pack market, and similar government food market in the region;
- g. Provide technical assistance on the procurement agenda such as PAHP Community Participation Procurement Manual (PAHP CPPM);
- h. Consolidate all PPMP and APP of all activities of the region;
- i. Serve as a focal person for the PAHP CPPM;
- j. Prepare pertinent documents, and reportorial requirements regarding administration, and human resource and management concerns; and,
- k. Perform other related functions that may be assigned from time to time by the superior.

B. EPAHP Regional Program Management Office (RPMO)

As the regional counterpart of the EPAHP-NPMO, the RPMO shall monitor the implementation of the EPAHP at the regional level. The staff under the EPAHP-RPMO are the following:

1. Regional Program Coordinator (RPC, PDO III) – Under the direct supervision of the designated Division Chief, its key role is to supervise, lead, and direct the day-to-day operations of the EPAHP-RPMO. He/she has the following functions:

- a. Act as the head and official representative of EPAHP-RPMO;
- b. Provide overall direction and leadership to the EPAHP-RPMO and staff;
- c. Prepare policy recommendations and operational guidelines on EPAHP implementation for approval by the EPAHP-NPMO;
- d. Endorse for approval the annual and overall WFPs, PPMP, APPs, TORs and engagement of project specialists and hiring of support staff, and other related documents for the EPAHP;
- e. Oversee the monitoring and evaluation activities conducted by the EPAHP-RPMO to ensure that the FO can deliver quality outputs within the given timelines;
- f. Actively participate in all meetings, workshops, field monitoring, and other similar activities among participating NGAs, LGUs, and CSOs to strengthen the institutionalization of convergence of related programs;
- g. Conduct meetings with NGAs, LGUs, donor agencies, development partners, private organizations, and CSOs and to initiate collaborative efforts that will enhance the implementation of the program; and,
- h. Oversee the implementation of EPAHP partnership projects with the NGAs, LGUs, donor agencies, development partners, private organizations, and CSOs, and ensure that reports and feedback are provided to the partners within the agreed timelines.
- i. Perform other related tasks that may be assigned from time to time by the supervisor.

2. Administrative Assistant II - The role of the Administrative Assistant II is to provide secretariat support to the RPC, and administrative and logistical support to the technical staff of the EPAHP-RPMO. He/she has the following functions:

- a. Coordinate, plan, and handle the schedule of the RPC;
- b. Receive and record EPAHP-RPMO incoming and outgoing documents;
- c. Provide support in tracking communications and maintaining filing system of documents, determine the proper disposition of records, prepare an inventory of records holding to be submitted annually and responsible for proper turn-over of records and responsible for proper turn-over of records to the RAMD of respective FOs for proper disposition upon completion of the project;
- d. Operate office machines and transmits messages to other Government and Non-Government Organizations/Corporations partners of the Program;
- e. Provide administrative assistance in the day to day Program Operations; and,
- f. Perform other related functions that may be assigned from time to time by the superior.

6. Operations Monitoring Officer (PDO II) – Under the supervision of the RPC, its key role is to monitor the implementation of the EPAHP. This entails close coordination with the partner implementing agencies at the regional level to ensure that the policy, framework, and targets are delivered. He/she has the following functions:

- a. Monitor the implementation of the EPAHP in the region;
- b. Execute properly the EPAHP framework;
- c. Convene the EPAHP Regional Convergence Team to discuss the updates and status of the implementation of the EPAHP;
- d. Coordinate with the EPAHP Partners on the implementation of the program;
- e. Assist in the preparation of WFP together with the other EPAHP-RPMO Units;
- f. Analyze field performance and accomplishments, and use data analysis in preparing and implementing appropriate technical assistance interventions;
- g. Prepare technical reports based on regional performance and accomplishments;
- h. Coordinate with the different units of EPAHP to ensure the implementation of the various tasks related to the mandate of the Program;
- i. Review the EPAHP documents periodically to determine whether the existing policies are still applicable and responsive to field contexts; and,
- j. Perform other related functions that may be assigned from time to time by the superior.

4. Planning and Finance Officer (PDO II) - Under the supervision of the RPC, its key role is to monitor the finances of EPAHP in ensuring that EPAHP WFPs, policies, and guidelines are executed by the EPAHP Partners. He/she has the following functions:

- a. Ensure the regional compliance to the approved EPAHP National WFP;
- b. Prepare scheduled and special report such as but not limited to work and financial plan and the monthly disbursement plan, actual budget utilization data, etc.;
- c. Lead research and analysis to evaluate budget programming and develop recommendations for a more cost-effective organization or funding mechanisms;
- d. Perform budget secretariat functions for the EPAHP-RPMO;
- e. Advise the EPAHP-RPMO on major budget matters; and,
- f. Liaise with the accounting and budget units of the DSWD Regional Office.
- g. Prepare and monitor EPAHP-RPMO's OPC/R
- h. Communication and conformance to guidelines and utilization of tools for planning, monitoring, and evaluation;
- i. Organize planning and evaluation seminars and implementation process reviews;
- j. Prepare regional implementation reports vis-a-vis the national plan;
- k. Prepare regional implementation status reports, in coordination with RPMO units.
- l. Prepare and coordinate regional budget and funding (project planning, implementation, and post-implementation, including progress reports); and
- m. Act as Integrity Management focal person for the EPAHP-RPMO;
- n. Perform other related functions that may be assigned from time to time by the superior.

5. Capability Building and General Administration Officer (PDO II) – Under the supervision of the EPAHP Regional Program Coordinator, its key role is to develop, implement, and monitor the EPAHP capability building and development plan for both the implementers and the program participants in the region, and also perform human resource and management, administration and procurement-related functions. He/she has the following functions:

- a. Prepare a capability building and development plan for the EPAHP stakeholders at the regional level;
- b. Submission of the monthly, quarterly, semestral, and annual capability building reports to the EPAHP-NPMO;
- c. Prepare project and budget proposals and ensure that procurement procedures are carried out within project timelines;
- d. Develop PPMP and APP for the EPAHP implementation in the region;
- e. Provide technical assistance on the procurement agenda such as PAHP CPPM;
- f. Develop PPMP and APP for the EPAHP-RPMO;

- g. Consolidate related supply and demand data in the government feeding market, disaster food pack market, and similar government food market in the region ;
- h. Serve as a focal person for the PAHP- CPPM;
- i. Prepare pertinent documents, and reportorial requirements regarding administration, and human resource and management concerns;
- j. Perform other related functions that may be assigned from time to time by the superiors.

VI. SUPPORT OF EPAHP PARTNERS

The EPAHP Partners should provide for the responsibility and/or authority to the EPAHP-NPMO and subsidiarily to EPAHP RPMO to directly request information, and documents from EPAHP Partners, other NGAs, all participating LGUs, private organizations, and CSOs which are necessary for the expeditious, and effective implementation of the EPAHP Program, and its duties and responsibilities under the MOU and implied from the objectives of the Program and the AO.

VII. INTERPRETATION

Any conflict or doubt in the interpretation of any provision of the AO, reference, and harmonization should be made with the EPAHP MOU, the Legal Bases, JMC, applicable policies, rules, regulations, and the separate charters or laws governing each of the EPAHP Partners.

VIII. EFFECTIVITY

This Order shall take effect immediately.

Issued in Quezon City, Metro Manila.



ROLANDO JOSELITO D. BAUTISTA

Secretary

Date: SEP 20 2021

Cert. True Copy
12 13 SEP 2021

MYRNA H. REYES
OIC-Division Chief

Records and Archives Mgt. Division